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DDA Registry  
File *Reports*

10 August 1976

MEMORANDUM FOR: Deputy Director for Administration

STATINTL

FROM : [REDACTED]  
Assistant for Information

SUBJECT : Review of DDA Office Reporting Requirements

1. You will recall that in recent weeks I pointed out that in my opinion much of the reporting which is now done by DDA Offices directly to the DCI is the result of historical carryover, is not appropriate and could cause confusion in the offices of the DDCI and DCI regarding the extent of the DDA's participation in the preparation of such material. At your request I asked the Regulations Control Branch to do a survey of the regulations in order to list those which make reference to such direct reporting. A copy of RCB's summary is attached hereto.

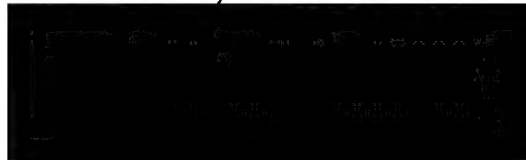
2. A review of the listed regulations would appear to indicate that in many cases the direct reporting is not a requirement but is rather the result of the choice of words in writing a particular regulation. I would opine that in few if any instances was the original intent that of by-passing the normal command channels.

3. Compounding the problem of direct correspondence between DDA components and the DCI is the new role of the DDCI and that official's relationship to the DDA. Quite obviously, in his role as general manager of the Agency, the DDCI should be in the reporting chain that the listed regulations stipulate. The question as to whether or not such reports should henceforth be addressed to the DDCI probably should be addressed in the near future.

4. Addressing this whole subject tends to make it sound more bureaucratic than substantive. However, I believe that important substantive factors are involved. Not only are we pushing hard for the "corporation" concept of the DDA and trying to bury the remnants of the "federation" thinking but also, during this period when the Agency's top management

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structure is undergoing significant changes, I believe it is important that we take whatever steps are possible to solidify the role of the DDA himself and also to insure that the Directorate speaks with one voice. The question of correspondence format and signatories thus becomes entirely relevant. While the problem is not of such a nature that regulatory changes or abrasive fiats are called for, it would seem to me appropriate for the DDA to ask that in the future reporting to the DDCI or the DCI be prepared for the signature of the DDA to the maximum extent possible.



STATINTL

Attachment: a/s

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## OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	[REDACTED]	8/83	B.
2			
3			
4	Registry		
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Re Center for Study of Intelligence (CSA-76-3149)  
 Remarks: Review of CSA Office Reporting Requirements

Please set a time  
 in the calendar for you,  
 Make myself to  
 discuss the attachments

[REDACTED]

FOLD HERE TO RETURN TO SENDER

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DATE

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SENDER WITH CHECK CLASSIFICATION FOR MR. ROYCE					
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<b>OFFICIAL ROUTING SLIP</b>					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	MR. [REDACTED]		11 AUG 1976	[Signature]	
2	MR. MALANICK		11 AUG 1976	[Signature]	
3	MR. BLAKE				
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
<p><i>This is one the three of us can discuss at some length.</i></p> <p><i>Duke</i></p> <p>11 AUG 1976</p>					
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